



**DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY
PRESIDIO OF MONTEREY, CA 93944-5006**

REPLY TO
ATTENTION OF:

ATZP-CDR

26 JAN 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on the Use of Government Vehicles

1 References:

- a. DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, March 1994.
- b. DoD 5500.7-R, Joint Ethics Regulation (JER), August 1993.
- c. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 28 January 2000.
- d. Title 31, United States Code, Sections 1344(b) and 1349(b).
- e. Title 18, United States Code, Section 641

2. Purpose: To provide guidance on the proper use of Government vehicles.

3. Applicability: This policy applies to all military and Department of Defense (DoD) personnel assigned or attached to the Defense Language Institute Foreign Language Center and Presidio of Monterey (DLIFLC & POM), Ord Military Community (OMC), and tenant activities.

4. Proponent: The proponent of this policy is the Directorate of Logistics (DOL), Transportation Division, ATTN: ATZP-DL-T at extensions 6380/7784. This policy supersedes the previous policy dated 16 April 2002.

5. Mandatory Compliance. The portions of this policy that prescribe specific conduct are punitive. Military or civilian personnel who violate these provisions may be subject to criminal or adverse administrative action. In accordance with DoD Regulation 4500.36-R, paragraph 1-3, civilian personnel who willfully use or authorize use of Government vehicles for other than official purposes shall be suspended from duty, without compensation, for not less than 30 days, by the head of the DoD component.

6. Official Use. Government vehicles will be used exclusively for conducting official business in support of DLIFLC & POM missions.

a. **Official Ceremonies.** Military and civilian personnel may use government vehicles when actually participating in official ceremonies. Official ceremonies include changes of command, parades, promotions, retirements, graduations, or other similar events.

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b. **After-hours Functions.** Government vehicles may be used for transportation to official after-hours functions with the approval of the Installation Commander or his authorized delegate (Garrison Commander or Deputy Garrison Commander).

c. **Other Authorized Activities.** Transportation may be provided to support other authorized activities, such as installation sponsored athletic teams, morale, welfare, and recreation groups, with case-by-case unit commander and/or activity director approval.

d. **Family Members.** Family members may be authorized transportation in official vehicles only when:

- (1) Accompanying their sponsor;
- (2) The sponsor's transportation is authorized for official use; and,
- (3) There is space available.

7. **Personal Use Prohibited.** Personal use of Government vehicles is strictly prohibited. Prohibited uses include, but are not limited to:

- a. Traveling between home and place of duty;
- b. Traveling to social functions while not in an official capacity;
- c. Traveling to purchase a meal either not in conjunction with official business, or when departing from and returning to normal place of duty with no official purpose (including during duty hours);
- d. Making a side-trip for unofficial purposes, or conducting personal errands or business while not in a TDY status, even if the overall trip included an official purpose; or,
- e. Transporting family members other than as described above.

8. **Temporary Duty (TDY).**

a. **General Use.** When a Government vehicle is authorized while in a TDY status, the Government vehicle may be operated between places where the person's presence is required for official business, or between such places and temporary lodging. In the absence of regularly scheduled public transportation, or if its use is impractical, a Government vehicle may be operated between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, and similar places required for comfort or health.

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b. Commercial Terminals. Government vehicles will not be used to transport DoD personnel to or from commercial terminals without the approval of the Installation Commander.

"Commercial terminals" include airports, seaports, and train or bus stations.

9. Investigation. When DOL receives reports of questionable vehicle use, DOL will send official correspondence to the vehicle user's activity director or commander for investigation. Upon receipt of such notification, the commander or activity director will investigate and reply to DOL in accordance with the letter requesting the investigation.

10. Exceptions. Only the Installation Commander, or his authorized delegate, may grant an exception to this policy.



MICHAEL R. SIMONE
COL, FA
Commanding

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